



## Company Secretary Description

### General Purpose

East Grinstead Memorial Estate (EGMEL) is a registered UK Charity and Limited Company. As such, we require a designated Company Secretary (Secretary) to be appointed to fulfil specific duties, including those stipulated under UK Company Law and Charities Law. The role may be held by a Trustee, although it is not essential for the Secretary to be a Trustee.

### General Duties

Duties consist of the following key areas: Charity/Company Compliance; EGMEL Board Meetings & Other Meetings Preparation; Meeting Minutes Completion. The following list is indicative and not exhaustive.

### Charity/Company Compliance

- Ensuring personal familiarity with EGMEL's Memorandum & Articles of Association and advising the Board, as appropriate, on compliance thereunder. Assisting the Chairperson in ensuring that all relevant statutory returns and updates are filed with the UK Charity Commission.
- Ensuring that the Board is aware of compliance requirements under all relevant legislation and regulation e.g., UK Company Law, UK Charities Act 2022 and the UK Charity Governance Code.
- Maintaining the register of Trustees / Directors/Secretary(ies), including the register of Trustees/Directors/Secretary(ies) interests.
- Ensuring that decisions and actions of the Board are accurately recorded.

## EGMEL Board Meetings & Other Meetings Preparation

The Secretary works closely with the Chairperson in setting the forward agenda for quarterly Board meetings. Duties include:

- Agreeing future schedule of Board meetings for the year.
- Booking meeting rooms.
- Advising Trustees of Board meetings, handling apologies etc.
- Liaising with Chairperson on individual Board meeting agendas.
- Circulating electronic link to Board pack 5 days in advance of meetings.
- Maintaining a record of Trustee/others attendance.
- Confirming to Chairperson that a Board quorum will be available.

The Secretary will work with the Chairperson on arranging an Annual General Meeting (usually held in July) to which Members are invited, in addition to Trustees, and, if required, any Extraordinary General Meetings.

## Meeting Minutes Completion

The role of the Secretary includes:

- Taking the minutes at Board meetings.
- Keeping a record of all issues discussed and decisions taken.
- Working closely with the Chairperson to ensure accuracy of minutes.
- Issuing draft minutes promptly to Trustees and dealing with any corrections etc before final approval.
- Ensuring the approved minutes are saved in EGMEL's online file storage.

## Personal Skills & Qualities

The ideal Secretary will have experience of a corporate/charity environment, although this is not essential as we will provide an induction and appropriate training. Essential qualities include competency in minute-taking, attention to detail and accuracy, good communication skills.

The Secretary will be expected to attend the Quarterly Board meetings and Annual General Meeting in person. This is a voluntary position, but reasonable expenses are reimbursed.